

October 16, 1981

Dear Manufacturer:

EPA is instituting a new running change request form as part of an improved concept of reporting changes, field-fixes, or addition of models. We believe the new form will substantially reduce duplication of information submitted and be more convenient to use. The changes noted in the enclosed form and guidelines have been made largely in response to input from industry representatives.

This concept was mentioned in our letter dated June 25, 1981, Subject: Relief for Manufacturers -Certification Program Policy Changes. A pilot program involving two manufacturers was referenced in that letter; that evaluation period has been completed and the concept has been developed sufficiently to be introduced to the light-duty motor industry.

This new running change request form relies on information from EPA's data base. When the new form is submitted, a report is generated by the computer for review by the certification team. While this process reduces the amount of information on the running change form, it does require that the appropriate test data and vehicle information sheets be submitted before the running change can be processed. During the pilot program this procedure worked very well; no significant problems occurred.

Marked up application pages are no longer required. However, an explanation of the revision is necessary. For a complicated change, marked up pages may be the simplest method. The application pages affected by the running change, as in the past, must be updated upon approval of the change.

This form supercedes CD Form 232 which should be discarded. If any questions arise, please contact Mr. J. Hendon at (313) 668-4383.

Sincerely yours,

Robert E. Maxwell, Director  
Certification Division  
Mobile Source Air Pollution Control

Enclosure

DATA INPUT INSTRUCTIONS FOR:  
CERTIFICATION CXANGE REQUEST FORM

## I. GENERAL INSTRUCTIONS

### A. Background

This new Change Request Form replaces the previous stand alone hard copy form (CD Form 232). The new form allows the change request data to be entered directly into the light-duty certification data base. Much of the information pertaining to vehicle information and test data are no longer entered on the change request form. Supporting EPA computer programs will electronically assemble the data and information for a given change request and produce a change report ready for EPA certification team review.

### B. Procedure

This form is to be submitted by the manufacturers for each change request. A change request can be for a running change, a field fix, or an addition of a model. Also, the change request can be updated or corrected by resubmitting the change request form.

The data and information on the change request form will become part of the certification light-duty data base. Appropriate vehicle information and test data results must exist in the certification light-duty data base prior to submission of the change request form.

The change request form may be submitted as a data sheet, data cards or electronically. The basic definitions, structure, and coding conventions should conform with those found in the Data Supplement to the 1982 Model Year Light-Duty Application Format dated June 25, 1981.

### C. Card/Record Numbering

All cards and records must be identified in columns one and two. There are six card types numbered one through six. The card type number appears in column one. Each card type also has a record sequence letter in column two. The sequence letter is a R for card type one and letters A through O in alphabetical order with each card types 2, 3, 5, and 6 and letters A through O with card type 4. Do not include cards/ records which have no data entered on the record other than columns one and two. Do not exceed the maximum number of record sequence letters within any one card type (see data form).

Remember, all card/records submitted to EPA must have the proper card type number and record sequence letter in columns one and two. These numbers and letters are preprinted on the data form. Key punched and electronically submitted data must have columns one and two entered by the manufacturer.

### D. Updates and Corrections

When a change request form is originally submitted, the update code on card/record 1R should indicate N for " no update." When the original change request is processed by EPA's computer programs these new data are stored in the change request data base under the request number found on card/record 1R.

Occasionally, it may be necessary for the manufacturer to update or correct a previously processed change request. A correction may be necessary due to incorrect or missing data items. An update would be due to the availability of additional information since the original submission of the change request. An example of an update would be EPA requesting more supporting tests after the change request is submitted. These additional tests would then need to be entered on a change request as an update. In either the correction or update case these data are treated the same by EPA's computer programs.

To enter a correction/update be sure to fill in the key fields of request number and 'update code' on card/record 1R, since all data are stored by request number. Essentially an update/correction is processed by deleting all old information under the request number and replacing it with the new or corrected information supplied on the updated form. For this reason it is important to resubmit all data pertaining to this request number by completely filling out the change request form with the proper request number, update code, all unchanged old data, all corrections, and all additional data.

Only the updated/corrected data will be found in the resultant EPA change request data base.

#### E. Field-by-Field Instructions

The back of the change request form indicated the proper codes for filling out fields requiring a code. A detailed description of all fields follows:

Card/Record: 1R (one card only)

Column Number	Field Title	Instructions
1-2	Card Type/Record Sequence	Required entry of 1R.
3-4	MOD. YR. (model year)	Enter the last two digits of the model year pertaining to this change request. For running changes model year must be 82 or later, for field fixes 81 or later.

5-7	MFR (Manufacturer Code)	Enter the appropriate three-digit manufacturer code listed on page 21 of the Appendix to the 1982 Application Format. This is a required field for all entries and updates/corrections.
8-18	REQUEST NUMBER (change number)	Enter a unique change request number to be used as a key field in identifying this change request. This number must be entered exactly the same on this change request form as on any associated Vehicle Information (VI) data sheets card 4 column 69-79. Caution must be used in entering this number. If this request is an update an invalid entry of request number could lead to the wrong change request being deleted from the data base.
19	UPDATE	Enter: Y for yes, this is an update or correction; blank or N for no, this is not an update but an original submission of the change request form. (Also see the back of the form.)

NOTE: A change request applies to an engine family/evaporative family combination. Carefully enter the two following data fields.

Column Number	Field Title	Instructions
20-31	ENGINE FAMILY NAME	Enter the standardized engine family name of the family which 18 to be modified by this change request. The engine family name must coincide exactly with the engine family name found in ESI (Engine System Information).  If the word ALL is entered, left justified for this field,

then all engine families for the manufacturer within a single vehicle class which are in the system at this time (see column 57 of this card) are covered by this change request.

The entries in the related fields of Evap Family Name on card/record 1R, Engine Code' and EVAP Code' on card/records 4A-O will either expand or restrict the coverage of an "All" for engine family with respect to this change request.

"All" entered for this field does not imply All for the related fields.

32-45

EVAP FAMILY NAME

Enter the name of the evaporative emission family which applies to this change request and engine family combination. The evap family name must coincide exactly with the evap family name found in VI (Vehicle Information).

If the word All is entered, left justified for this field, then all evap families for the manufacturer within a single vehicle class are covered by this change request.

The entries in the related fields of Evap Family Name on card/record 1R, Engine Code, and Evap Code on card/records 4A-O will either expand or restrict the coverage of an All for Evap Family with respect to this change request.

ALL entered for this field does not imply ALL for the related fields.

46-48

CHANGE TYPE

Place an "X" in the appropriate

field(s):  
 RC -Running Change  
 FF -Field Fix  
 AM -Addition of Model

50-55	REQUEST DATE	Enter the date the change request was originally submitted to EPA. If this is an update then enter the date the update was submitted to EPA.  Enter date as month, day, year.
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57	VEHICLE CLASS	Enter the appropriate code for vehicle class, within this manufacturer that the change request covers. (See back of form for codes.)
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59-64	PLANNED IMPLEMENTATION DATE	Enter the planned implementation date of this change request. This change request will apply to engine family/evap family combinations shown on this record which have been certified by this implementation date.  Enter the date as month, day, year.
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65	ALTERNATE PROCEDURE	Enter the appropriate Y=yes N=no code. Yes means that the change request is submitted under the provisions of the Alternate Procedure implementation method.
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Column Number	Field Title	Instructions  No means that the change request is to be implemented upon EPA approval. No entry means that the change request is to be implemented upon certification.
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Card/Records: 2A to 2C (three

codes maximum)

1-2	Card Type/Record Sequence	Required entry of card types in sequential order.
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Enter 2A through 2C.

3-80	DESCRIPTION OF CHANGE	Enter here a brief description of the change request which will give the EPA reviewer an idea of the scope of the request (left justify).
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Card/Records 3A to 3C (three cards maximum)

1-2	Card Type/Record Sequence	Required entry of card types in sequential order. Enter 3A through 3C.
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3-10	ADDRESS OF CHANGE	Enter the eight digit location description (section number) from the Application Format where the object of this change request appears. Several fields have been provided so that every part of the application which is affected may be noted
14-21		
25-32		
36-43		
47-54		
58-65		
69-76		

Do not enter any decimal points as part of the Application Format section number. Fill out card A fully before preceeding to card B. Similarly for card C.

11-12	REASON	Enter the appropriate reason code for making the change request. Enter one code for each Address of Change entered. (See back of form for list of codes.)
22-23		
33-34		
44-45		
55-56		
66-67		
77-78		

Cart/Records 4A -40 (15 carts maximum)

1-2	Cart Type/Record Sequence	Required entry of card types in sequential order. Enter 4A
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through 40.

3 & 33	CODE TYPE	Enter a N" if the following two fields are engine codes, a V if the following two fields are EVAP codes.
4-17 & 34-47	OLD ENGINE or EVAP CODE (before change)	Enter the engine and/or evap codes affected by this change request. The engine or evap codes entered indicates those codes within the engine family/evap family combination (on card/record 1R) to be included in this change request. The codes must be consistent with the codes found in the Application Format and Vehicle Information (VI) prior to this change request (left justify).  If the word ALL is entered, left justified for this field, then all engine or evap codes within this vehicle class, engine family/evap family --combination will be included in this change request.  Fill out card A fully before proceeding to card B. Similarly for cards C through 0.
18-31 & 48-61	NEW ENGINE or EVAP CODE (if any)	If any engine and/or evap codes are to be revised by this change request, enter the new codes which will take effect upon approval of this change request. The revised code replaces the old codes in the field immediately preceding this field. If the code is not to be revised, leave this field blank (left justify).  All is not a valid entry for this field. Fill out card A fully before proceeding to B. Similarly for cards C through 0.



63-67 & 71-75	CAR LINE CODE	If the change type Additional Motel is checked on card type 1R, enter the appropriate car line codes for all additional motels. This car line code must be consistent with the car line codes assigned to that model by EPA.
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69 & 77	SALES LOC (Sales location)	Enter the appropriate sales location code for the model addition noted under car line code. Car line code field must be entered. (see back of form)
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Card/Records 5A to 5F (six cards maximum)

1-2	Card Type/Record Sequence	Required entry of card types in sequential order. Enter 5A through 5F.
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3 & 30	TEST PERF. Enter the appropriate code, (Testing Performed Code)	found in the back of the form, which best describes the testing performed to qualify this running change. This code pertains to the test number and test vehicle ID fields which follow.
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4-9 & 31-36	TEST NO.	Enter the test number for each test supporting this change request. This is the test number found in EPA's light-duty data base. A six digit number implies a test performed at EPA. A five-digit number implies a test performed at the manufacturer's facility (right justify) .
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If the EPA assigned test numbers are not known, their test vehicle ID and VI version must be entered in the following fields.

10-25 & 37-52	TEST VEHICLE ID	If the test number field is blank, then enter the exact vehicle identification number
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as it appears in Vehicle Information (VI). EPA will determine the tests supporting this change request from this vehicle ID and the following version number.

26-27 & 53-54	VI VERSION	If test vehicle ID is entered in the preceding field then this field must be entered. Enter the proper version number to identify the vehicle version used to support this change request.
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56-80	MFR REP (Manufacturers Representative)	Enter the last name of the person to contact for additional information regarding this change request.
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Card/Record 6A to 6F (six card maximum)

1-2	Card Type/Record Sequence	Required entry of card types in sequential order. Enter 6A through 6F.
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--10--

3-28 & 30-55	MULTIPLE COMBINATIONS	When this change request applies to several engine family/evap family combination but not all combinations within a given vehicle class from card/record 1R, additional engine family/ evap family combinations may be entered here.
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The first engine family/evap family combination must be entered on card/record 1R. All additional combinations can be entered here. The code ALL cannot be used on card/record 1R or here on card type 6. However, "ALL" is still

appropriate for engine/evap  
codes on card type 4.

Fill out card A fully before  
preceding to card B. Similarly  
for card C through F (left  
justify).

2 data sheets stored as CD8108\_1.PCX and CD8108\_2.PCX